

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

2922

CS-376  
REV(9/93)

Description of Position	TITLE OF POSITION: <u>Clerk Typist</u>	CLASSIFICATION CODE: <u>02426200</u>
	SALARY RANGE: <u>307A \$29,957-\$31,813</u>	REFERENCE POSITION NO.: <u>2556-10000-1326</u>
	Department or Agency Name <u>Revenue</u>	APPLICATION PERIOD: <u>8/29/12-9/4/12</u>
	Division/Section/Unit <u>Motor Vehicles</u>	<b><u>grace period ends 9/7/12 4:00pm</u></b>
	Assignment(s) / Comments _____	
General Information to Candidate	Shift and Days: <u>1st (Monday-Friday)</u> Job Location: <u>Cranston</u>	
	Restrictions/Limitations: <u>Recent Typing proficiency certificate (within 18 months) must accompany application form to be considered. 35 net words per minute - 5 minutes.</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>Council 94 Local 2874</u>	
	There is _____ is not <u>X</u> a Civil Service List for this position <b><u>See A/B or Both for Specific Instructions</u></b>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
Statement of Duties	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
Minimum Education & Experience	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	<b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Where to Apply	<b>DUTIES / RESPONSIBILITIES:</b>	
	To perform simple routine repetitive clerical and typing work; to type routine material not requiring the application of individual judgment, such as requisitions, warrants, payroll lists, licenses, time cards, address and reference cards and related form material; to type copies from longhand drafts and rough copies of statements, correspondence, file cards and related material not requiring judgment concerning layout and presentation of information or data; and to do related work as required.	
Where to Apply	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in typing. <u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience. <b>NOTE: Recent Typing proficiency certificate (within 18 months) must accompany application form to be considered. 35 net words per minute - 5 minutes.</b>	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Becky L. Rodrigues General Government Service Center 1 Capitol Hill Providence, RI 02908	Telephone #: <u>(401) 222-4045</u> e-mail address: <u>beckyr-resume@hr.ri.gov</u> TTY/TDD #: <u>7 1 1</u> (Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER